



Week 2

English for Human Resources

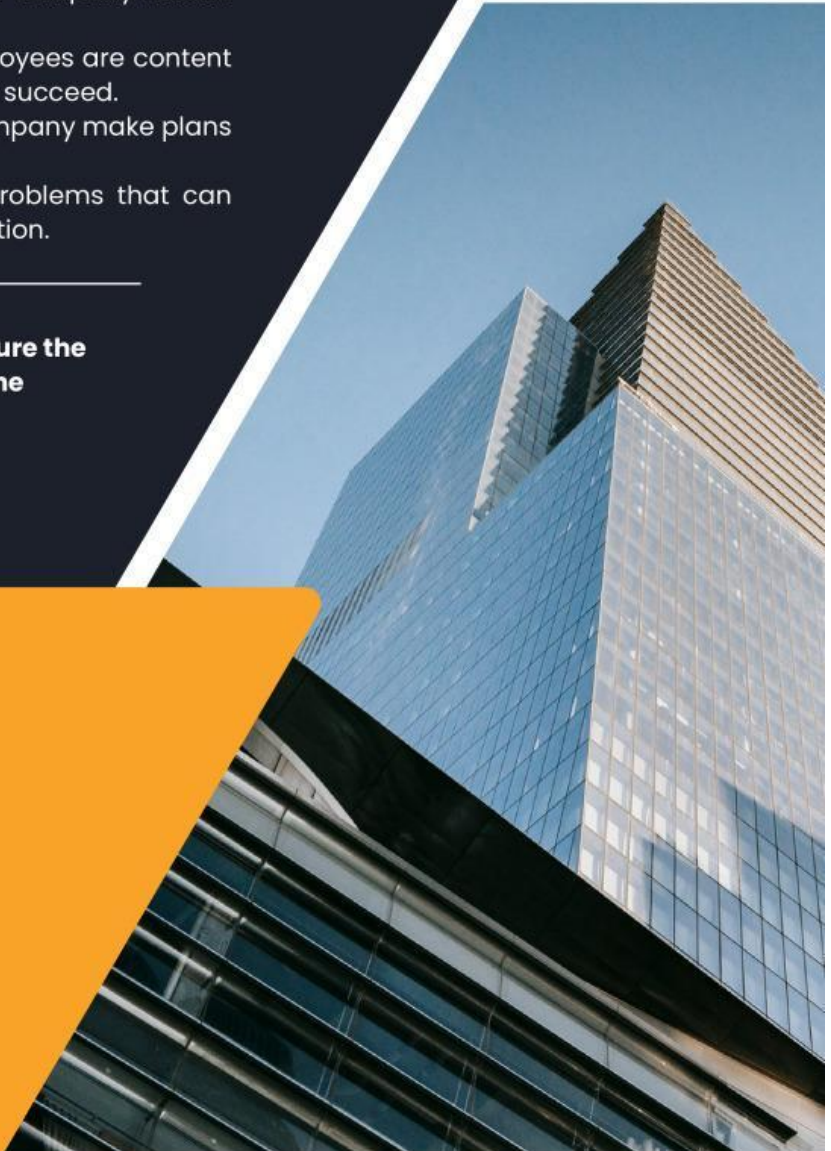
Date :

19 December, 2023

Why HR is important

1. Getting the Right People: HR helps the company hire and keep good employees.
2. Following the Rules: HR makes sure the company follows the law, which avoids problems.
3. Happy Employees: HR makes sure employees are content and work well, which helps the company succeed.
4. Planning for the Future: HR helps the company make plans to grow and be successful.
5. Reducing Problems: HR helps avoid problems that can cost the company money and its reputation.

HR takes care of employees and makes sure the company follows the rules, which helps the company do well and grow.



A close-up photograph of a person's hand holding a black pen, poised to write on a white document. The hand is positioned in the upper right quadrant of the page. The background is a dark blue gradient on the left and a light blue gradient on the right, with a white document and a wooden desk surface visible. The overall aesthetic is professional and clean.

What is HR and how is it important?

Human Resources (HR) is a critical function within an organization responsible for managing various aspects related to the company's employees. The HR department plays a crucial role in ensuring that the company's workforce is well-supported, compliant with relevant laws and regulations, and aligned with the company's overall goals and objectives. Here are some of the key responsibilities of HR and why the position is important to a company:

- **1. Recruitment and Selection:**

HR is responsible for attracting, sourcing, and hiring qualified candidates to fill job openings within the company. This involves creating job descriptions, conducting interviews, and making hiring decisions.

- **2. Employee Onboarding:**

HR facilitates the process of integrating new employees into the organization, which includes orientation, training, and completing necessary paperwork.

- **3. Compensation and Benefits:**

HR manages employee compensation, including salary, bonuses, and benefits such as healthcare, retirement plans, and other perks.

- **4. Employee Relations:**

HR handles employee relations by addressing conflicts, resolving disputes, and promoting a positive work environment. They also enforce company policies and procedures.

- **5. Performance Management:**

HR oversees performance appraisals, feedback, and development plans to ensure that employees are meeting their goals and contributing to the company's success.

- **6. Training and Development:**

HR coordinates training programs to enhance employee skills and knowledge, fostering career growth and improving overall performance.

- **7. Compliance:**

HR ensures that the company complies with labor laws, regulations, and workplace safety standards. They also manage record-keeping and reporting related to employment.

- **8. Talent Management:**

HR identifies high-potential employees, plans for succession, and strategizes on how to retain and develop top talent.

- **9. Employee Engagement:**

HR works to boost employee morale, engagement, and satisfaction through various initiatives, including surveys, team-building activities, and recognition programs.

- **10. Organizational Culture:**

HR plays a vital role in shaping and promoting the company's culture and values, ensuring that they align with the company's mission and goals.

- **11. HR Strategy:**

HR professionals collaborate with senior leadership to develop and implement HR strategies that support the company's overall business objectives.

- **12. Legal and Ethical Compliance:**

HR is responsible for ensuring the company complies with all applicable employment laws and regulations and promotes ethical behavior within the organization.



What is HR and how is it important?

Human Resources (HR) is a crucial part of a company that takes care of people-related matters. Here are some of the important things HR does and why it matters:



1.: HR helps find and choose the right people to work for the company.
2.: HR helps new employees get started with their jobs by providing training and paperwork.
3.: HR handles how much employees get paid and the extra things they get, like health insurance.
4.: If employees have problems or questions, HR is there to help and solve any issues.
5.: HR makes sure employees are doing well at their jobs and helps them improve if needed.
6.: HR sets up training to make sure employees have the skills they need.
7.: HR makes sure the company follows all the laws about how to treat employees.
8.: HR helps find and keep the best employees to help the company grow.
9.: HR works to make sure employees are happy and satisfied at work.
10.: HR helps create a good work environment that matches the company's goals and values.
11.: HR helps the company make plans and strategies for the future, especially regarding its employees.
12.: HR makes sure the company follows the rules and acts ethically.